LINN COUNTY CLASSIFICATION

TITLE: **INFORMATION TECHNOLOGY DIRECTOR**
NUMBER: 091   **APPROVAL ORDER NUMBER: 2017-270**
PAY RANGE: 26   **DATE: AUGUST 08, 2017**
CATEGORY: **MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Plan, direct, supervise and coordinate Electronic Data Processing (EDP) activities, including systems analysis, programming and computer/network/web-site operations. Consult with, advise and coordinate between Information Technology and other County offices and departments to assure proper integration and correlation of the computer and network related functions and activities.

SUPERVISION RECEIVED: Works under the general direction of the County Administrative Officer who outlines goals and objectives, establishes general work assignments and priorities and reviews performance for effectiveness.

SUPERVISION EXERCISED: Assigns and monitors duties and work performance, selects new personnel, provides training, resolves grievances and recommends personnel transactions for all Department personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Responsible for planning and management for centralized EDP functions of operations, systems design and programming support; supervision of Information Technology operations, develop documentation systems, schedule operations, establish support functions and data control.

2. Plan and supervise the development and operation of the County's Local Area Network (LAN).

3. Supervise and perform systems analysis and design, web-site development and operation, programming, user training and documentation as required.

4. Develop new office procedures and practices to facilitate the implementation of new automated applications and work closely with County offices and departmental management to insure successful integration of automated and manual systems.

5. Provide hardware and software support for the County's Geographic Information System.

6. Prepare proposed department operating budget and manage adopted budget.

7. Direct training and performance evaluation of personnel and make effective recommendations on the hiring, discipline and termination of department personnel.

8. Assist management in acquisition of computer hardware and software; responsible for scheduling and conversion of systems, files and supervising vendor activities.

9. Responsible for administration of Linn County Technology Plan; reporting status of application development, recommend priorities for application development to management and manage approved application development projects.

10. Develop and maintain effective, harmonious and reasonable work relationships with others.

11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge in the following areas: planning and management of new computer hardware and software system implementation; design of new computer systems including on-line systems and LANs. Knowledge of characteristics of small and medium size computers. Considerable knowledge of systems and procedures analysis and design principles, practices and methods. Considerable knowledge of computer applications in on-line and web environments. Knowledge of the principles and practices of organization and supervision. Reasonable knowledge of various programs and operations of County government.

Ability to plan, organize and direct the work of subordinate professional and administrative support staff. Ability to develop procedures for handling large volumes of work on data processing equipment. Ability to convey technical information to persons not directly engaged in the information technology environment. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain harmonious relationships with the public, County department heads and elected officials.

EXPERIENCE, EDUCATION AND TRAINING: Prefer Master's Degree in computer science, information systems, or a related field and six years progressively responsible experience in information technology management. Three years experience in systems analysis; two years programming experience desirable. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.